

**Deputy:  
Seasonal****GENERAL SUMMARY**

Primary functions of the job are to patrol lakes, waterways, and trails, and enforce laws; respond to rescues or body recoveries; inspect boats or other seasonal vehicles for safety; and to teach Boater Safety. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. May be required to work on-call in an emergency.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Patrols and enforces laws on County waters and trails.
- Issues citations and warnings to violators and apprehends, and arrests persons suspected of violating the law.
- Maintains and submits all appropriate records, including the logging of any criminal information.
- Responds to emergency situations involving waterways, lakes, and trails, and assists dive team.
- Performs emergency dive and body recoveries.
- Educates the public on safe boating practices; facilitates formal boating safety courses; and issues boating safety certificates upon successful completion of boating safety course.
- Assists in vessel towing.
- Performs inspections of rental boats and equipment at county boat liveries; prepares and issues annual inspection certificates; and issues related reports to the Department of Natural Resources.
- Receives and inspects boats, vehicles, and equipment to ensure proper working condition. Advises shift commander of any defects before leaving on patrol.
- Maintains open communication with fellow officers and supervisors and follows all policies and procedures of the Sheriff's Office, including the general policing philosophy of the Sheriff.

**CERTIFICATIONS, LICENSES** (minimum requirements)

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to drive as per the County's Vehicle policy.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- Must not have been convicted of a felony or crime that might question the person's credibility
- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a complete background investigation
- Must be in good health and able to perform police duties, free from chronic disease and any physical deformities, and able to pursue, apprehend, restrain, and control potential suspects
- May be required to successfully complete a physical readiness test yearly,
- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision regarding both the application of these requirements and the hiring of an appropriate applicant for this position within the department
- May be required to serve in an "on-call" capacity

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

#### **DISTINGUISHING CHARACTERISTICS**

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could lead to the loss of life or major harm or life impairment.

Compared to the Deputy, Patrol classification, this job does not have road patrol responsibilities.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases, criminal suspects or prison inmates
- May occasionally be required to lift/move over 100 pounds.
- Must be able to work any shift, weekends, and holidays for this 24-hour operation and must be able to work mandatory overtime.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)**

- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of lifesaving and first aid methods and techniques
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies
- Ability to explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently and first aid methods and techniques
- Advanced knowledge of boating principles
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Ability to explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently